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MEMORANDUM FOR: See Distribution

FROM: Thomas H. White
Director of Information Services, DDA

SUBJECT: Study of Information and Privacy Processing in CIA

1. With the current efforts under way to pursue legislative relief from the Freedom of Information Act (FOIA), we feel that this is the proper time to examine the process by which we handle Freedom of Information and Privacy Acts and Executive Order 12065 mandatory review requests. In this vein, a meeting has been scheduled for 2 March 1981 at 1000 hours in Room 2D03 Headquarters. We would welcome your attendance and participation.

2. Over two years ago a study was made of the FOIA, PA, and E.O. 12065 process in the Agency. There was substantial concern about the results and the fact that incorrect conclusions were drawn because the data obtained during the study was not entirely accurate. Now that our backlog of unprocessed requests has reached an all time high, we believe it is appropriate at this time to undertake another review with the hope that some meaningful recommendations and ideas for streamlining our process will develop from a new study. In addition, such a study would be further evidence to the Congress and the general public that this Agency is sincere in attempting to meet the spirit and intent of the present laws and Executive order.

3. We are fortunate that the Office of Training and Education has [redacted] working on similar studies which have been highly successful in the past. [redacted] has a general systems and information background and will use his systems methods and experience to conduct such a study for us. [redacted] is most willing to undertake such a study after having most recently produced several reports for the Office of Personnel Policy, Planning, and Management (OPPPM) which identified potential bottlenecks in the processing of personnel for employment with this Agency. OPPPM, as a result of [redacted] study, has been able to invoke many changes which have lessened the processing time for EOD's.

4. [redacted] will be available at the meeting on 2 March to learn more about the FOIA, PA, and E.O. 12065 process in the Agency and to meet each of you at that time. Our plan would then be to have [redacted] meet with us as a group or individually as he sees fit to analyze and identify problems in our process.

/s/ Thomas H. White

Thomas H. White

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